

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 12/5/2013

Action Requested By:
Human Services

Agenda Item Type
Ordinance

Subject Matter:

Ordinance to amend Section 5.7 of Ordinance 04-315 of the Personnel Policies and Procedures Manual.

Exact Wording for the Agenda:

Ordinance to amend Section 5.7 (Appointment Status) of Ordinance 04-315 (Personnel Policies and Procedures Manual).

Note: If amendment, please state title and number of the original

Item to be considered for: Introduction Unanimous Consent Required: Select...

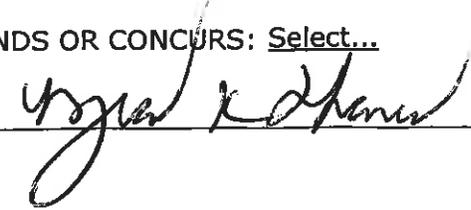
Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

This action is necessary to incorporate the requirements related to the Affordable Care Act (ACA).

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: 

Date: 12/2/2013

ORDINANCE NO. 13- _____

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Section 5.7 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

5.7 APPOINTMENT STATUS

The appointment status of any employee shall be for the purpose of classifying the employment in accordance with the anticipated length of employment, working hours, or other special employment conditions.

(A) Regular, Full-Time

A regular, full-time employee is hired on a regular, full-time basis upon completion of a one (1) year probationary period in accordance with Section 6 of the Personnel Policies and Procedures manual. Upon satisfactory completion of the one (1) year probationary period, such employee is subject to the regulations concerning termination for cause in accordance with Section 13 of the Personnel Policies and Procedures manual and retirement upon eligibility. Employment continues during good behavior and is subject to necessity for the work.

The workweek for a regular, full-time employee shall average fifty-six (56) hours per week for fire suppression personnel and forty (40) hours per week for all other employees.

This employee is entitled to all normal fringe benefits, such as accrual of paid vacation and paid sick leave, and overtime/compensatory time, as appropriate.

(B) (1) Regular, Part-Time

A regular, part-time employee is hired for an indefinite period of time to work less than thirty (30) hours per week. The regular, part-time employee is eligible for sick leave, holiday pay, and retirement benefits.

This regular, part-time employee is not eligible for paid vacation or other benefits. Also, this regular, part-time employee is not typically expected to work overtime.

Regular, part-time employees required to work on a holiday, should have such holiday deferred, and be authorized to take said holiday off on another day. This employee should be authorized one (1) hour for each hour worked, or each hour that he/she normally would have been scheduled to work, on the day recognized as a holiday, not to exceed the value of the holiday.

ORDINANCE NO. 13-

(B) (2) Regular, Part-Time Plus the Federal Affordable Care Act (ACA)

A regular, part-time plus ACA employee is hired for an indefinite period of time to work at least thirty (30) hours but less than forty (40) hours per week. The regular, part-time plus ACA employee is eligible for sick leave, holiday pay, retirement benefits and the benefit(s) entitled under the ACA.

This regular, part-time plus ACA employee is not eligible for paid vacation or other benefits. Also, this regular, part-time plus ACA employee is not typically expected to work overtime.

Regular, part-time plus ACA employees required to work on a holiday, should have such holiday deferred, and be authorized to take said holiday off on another day. This employee should be authorized one (1) hour for each hour worked, or each hour that he/she normally would have been scheduled to work, on the day recognized as a holiday, not to exceed the value of the holiday.

(C) Temporary, Full-Time Plus the Federal Affordable Care Act (ACA)

A temporary, full-time plus ACA employee is hired for a limited period of time, not to exceed one (1) year, for the performance of specific tasks. The employee is expected to work a full workweek.

This temporary, full-time plus ACA employee is eligible to receive overtime and/or holiday pay, if authorized for regular, full-time employees in similar job categories. This temporary, full-time plus ACA employee is also eligible for the benefit(s) entitled under the ACA. A temporary, full-time plus ACA employee is not eligible for paid vacation, paid sick leave or other benefits. Full-time summer employees are included in this category.

(D) (1) Temporary, Part-Time

A temporary, part-time employee is hired for a limited period of time, not to exceed one (1) year, for the performance of specific tasks. The employee is expected to work less than thirty (30) hours per week. This temporary, part-time employee is not eligible for paid vacation, sick leave, holiday pay, or other benefits. Also, this temporary, part-time employee is not typically expected to work overtime. Part-time summer employees are included in this category.

(D) (2) Temporary, Part-Time Plus the Federal Affordable Care Act (ACA)

A temporary, part-time plus ACA employee is hired for a limited period of time, not to exceed one (1) year, for the performance of specific tasks. The employee is expected to work at least thirty (30) hours but less than forty (40) hours per week. The employee is eligible for the benefit(s) entitled under the ACA. This temporary, part-time plus ACA

ORDINANCE NO. 13-

employee is not eligible for paid vacation, sick leave, holiday pay, or other benefits. Also, this temporary, part-time plus ACA employee is not typically expected to work overtime. Part-time summer employees are included in this category.

(E) (1) Special

A special employee is engaged by the City through authorization by the Mayor, City Council, and/or municipal ordinance.

(E) (2) Special Plus the Federal Affordable Care Act (ACA)

A special Plus ACA employee is engaged by the City through authorization by the Mayor, City Council, and/or municipal ordinance and upon meeting certain hours threshold, at least thirty (30) hours per week, will be eligible for the benefit(s) entitled under the ACA.

ADOPTED this the _____ day of _____, 2013.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2013.

Mayor of the City of Huntsville,
Alabama